

## MECHANIC MC3

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Mechanic MC3 in the classified service of the Parma City School District.

### FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission located in Parma Memorial Hall (building directly behind Parma City Hall - access off Ridgewood Dr.) 6617 Ridge Rd. Parma, Ohio 440-885-8060. Applications are available Tuesday February 23, 2016 thru Friday March 11, 2016. The application must be properly filled out and filed with the Commission by Friday March 11, 2016 at 4:30 p.m. **RESUME IS REQUIRED.** **There is a \$15.00 non refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma – NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

### EXAMINATION

TIME: 5:00 p.m. (in the evening) on Tuesday March 15, 2016.  
PLACE: Cafeteria at Parma Senior High School, 6285 W. 65<sup>th</sup> Street Parma, Ohio 44134  
TYPE OF EXAM: Multiple choice written exam general knowledge questions pertaining to basic automotive mechanical procedures and interpersonal relationship. A passing point of 70% will be used. Individuals making a passing score will be placed on the Mechanic MC3 Eligible List.

NOTE: The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.

### MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: Must have a minimum of (2) years experience as a mechanic. Must have working knowledge of air brake system. Must supply all basic hand tools. See attached job description for more details.  
LICENSE: Ability to obtain CDL license with school bus endorsement by end of probation period.  
CITIZENSHIP: Must be United States citizen or be in the United States legally.  
SECURITY: Job offer conditional to passing Bureau of Criminal Investigation and Federal Bureau of Investigation background check.  
PHYSICAL: Job offer may be conditional to passing physical exam.  
SALARY: \$37,273.00 annually. 75 working day probation.

VETERANS presenting DD214 that state honorable discharge or under honorable conditions when filing their application shall receive 20% of their score additional provided they make a passing score.

According to O.A.P.S.E. Contract Article 6.5 present employees of the Parma City School District who pass a civil service test shall be placed on the Preferred Eligible List for the Test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office - 885-8060.

By order of the Civil Service Commission

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

## **JOB DESCRIPTION**

5311 LONGWOOD AVE. PARMA, OH 44129

**Position:** Mechanic

**Reports to:** Transportation Supervisor/Lead Mechanic

**Employ. Status:** Regular/Full Time – 52 Weeks

**Civil Service:** Classified

**Job Classification:** MC-3

**Salary Schedule:** III; Code K

**Description:** Responsible for skilled repair and preventive maintenance of all Vehicles owned by the Parma City School District.

The below lists are not ranked in order of importance.

### **QUALIFICATIONS:**

- Minimum of two years light and medium duty truck and automotive servicing equipment.
- Working knowledge of air brake systems.
- State of Ohio Class B school bus and passenger endorsements, commercial drivers license with air brake and passenger endorsements by the end of probation.
- Mechanic supplies all basic hand tools.
- Minimum age requirement – 21 years.
- Must have a good attendance record.
- High school diploma.
- Proven mechanical skills.
- BCII report.
- A complete physical exam yearly.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

### **ADDITIONAL DESIRED QUALIFICATIONS:**

- Previous experience working with the State Highway Patrol on bus inspections.
- Gas and electric welding experience preferred.

## **DUTIES and RESPONSIBILITIES:**

- Ensure safety of students.
- Evaluate complaints received on equipment and take appropriate action.
- Complete all paperwork as required.
- Promote good safety practices and procedures.
- Promote good public relations by personal appearance, attitude and conversation.
- Attend meetings and in-services as required.
- Work cooperatively with others.
- Maintain a clean and safe work area.
- Make contacts with the public with tact and diplomacy.
- Diagnose and perform skilled repair and preventive maintenance on equipment.
- Repair, overhaul, and maintain engines, transmissions, differentials, drive trains, brake systems, steering systems.
- Perform service calls for equipment in the field.
- Keep all engines running properly.
- Take inventories of stock, keeping accurate records.
- Perform other duties as assigned by Transportation Supervisor/Lead Mechanic.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work effectively with others.
- Effective, active listening skills.
- Organizational and problem solving skills.
- Ability to work independently.
- Knowledge of hydraulics, mechanical equipment, lubricants and welding.
- Knowledge of the methods, tools and practices of gasoline and diesel automotive equipment including preventive maintenance, diagnostic and repair.
- Knowledge of occupational hazards and safety precautions of the automotive repair trade.
- Knowledge of the methods, tools, and practices of automotive equipment repair.

## **ADDITIONAL WORKING CONDITION:**

- Occasional operation of a vehicle in inclement weather conditions.
- Frequent exposure to outdoor weather conditions, i.e., requirements to work outdoors during all types of weather.
- Frequent repetitive hand motion.
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop.

Under general supervision of the Transportation Supervisor and direct supervision of the Lead Mechanic, to perform maintenance and repair work of average complexity on school buses and other Board-owned vehicles.

January 7, 2013